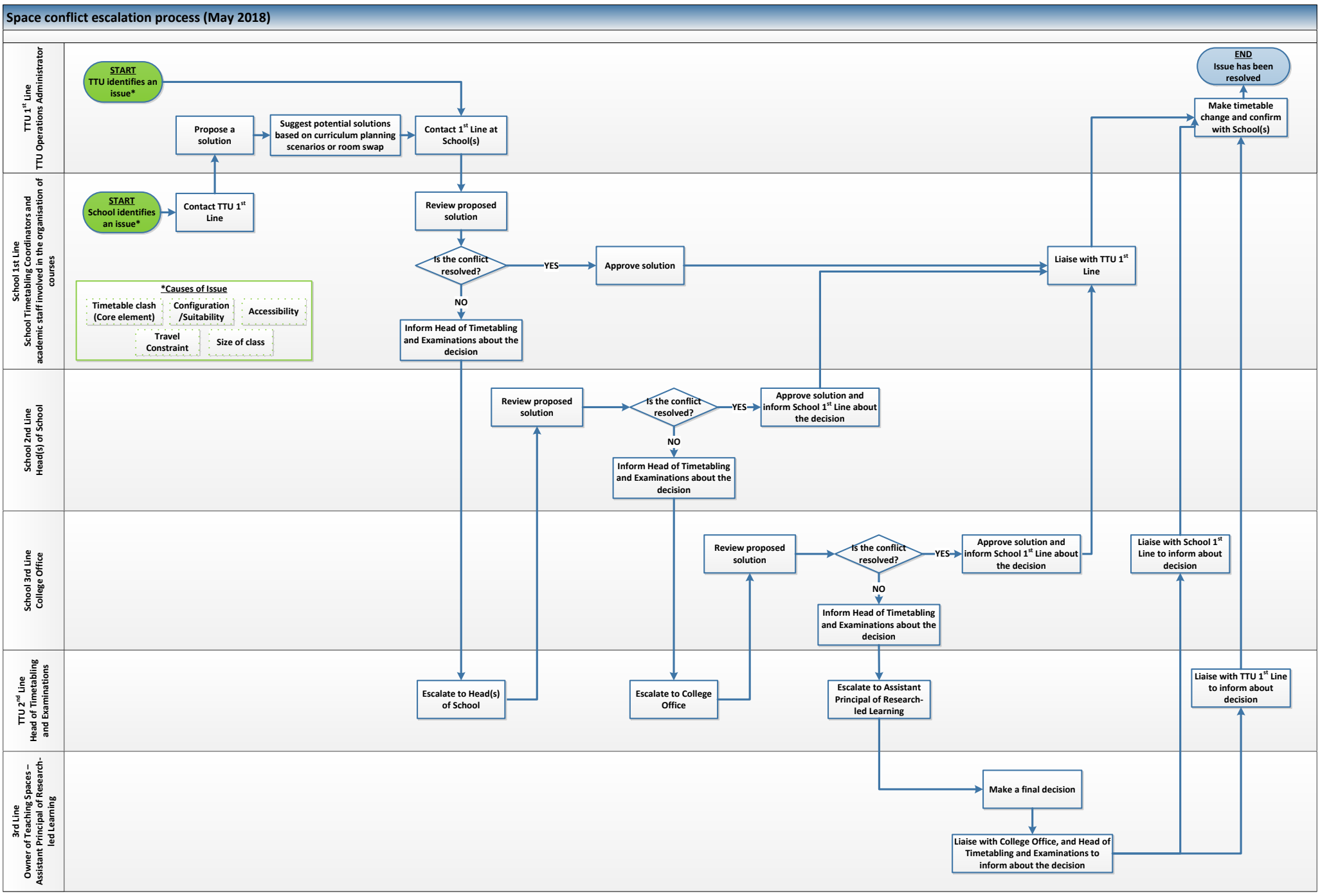
Space conflict escalation process (May 2018)
TTU 1st Line
TTU Operations Administrator
START
TTU identifies an issue*
Propose a solution
Suggest potential solutions based on curriculum planning scenarios or room swap
Contact 1st Line at School(s)
END
Issue has been resolved
Make timetable change and confirm with School(s)
School 1st Line
School Timetabling Coordinators and academic staff involved in the organisation of courses
START
School identifies an issue*
Contact TTU 1st Line
Review proposed solution
Is the conflict resolved?
YES
Approve solution
Liaise with TTU 1st Line
NO
Inform Head of Timetabling and Examinations about the decision
*Causes of Issue
Timetable clash (Core element)
Configuration /Suitability
Accessibility
Travel Constraint
Size of class
School 2nd Line
Head(s) of School
Review proposed solution
Is the conflict resolved?
YES
Approve solution and inform School 1st Line about the decision
NO
Inform Head of Timetabling and Examinations about the decision
School 3rd Line
College Office
Review proposed solution
Is the conflict resolved?
YES
Approve solution and inform School 1st Line about the decision
Liaise with School 1st Line to inform about decision
NO
Inform Head of Timetabling and Examinations about the decision
TTU 2nd Line
Head of Timetabling and Examinations
Escalate to Head(s) of School
Escalate to College Office
Escalate to Assistant Principal of Research-led Learning
Liaise with TTU 1st Line to inform about decision
3rd Line
Owner of Teaching Spaces – Assistant Principal of Research-led Learning
Make a final decision
Liaise with College Office, and Head of Timetabling and Examinations to inform about the decision